

Eastney Area Community Association

Charity Number: 292346

Annual Report and Financial Statements

For the year ended 31 March 2021

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EACA AGM FOREWORD 2021

The Association continues to fulfil its main objective which is to provide recreational, educational and leisure time facilities for Portsmouth residents, particularly those from Eastney, Southsea and Milton: however, along with the rest of the world, we have been deeply affected by COVID 19 in all its manifestations. The lockdowns in 2020 and 2021 obviously saw the loss of all the Association's income streams, although we were lucky to receive help from the Government and to be able to take advantage of the Government furlough scheme. With this help we were able to remain viable and to reopen when we were allowed to do so.

The café remained open throughout lockdown, providing a takeaway service for local people and the many Park users.

We were allowed to carry over the £1,000 we received in the previous financial year from the Lord Mayor's Appeal Fund for our Easter Event and Kids Craft Days to be held in 2021/2022.

Unfortunately, we were unable to hold our Christmas Fair in 2020, thus cutting off one of our main revenue raising events.

Under the watchful eye of Mark Folkes our Treasurer, we have streamlined our staff, saying a grateful farewell to Ann Eves and Lindsay Shaw. We also said farewell to our longstanding Chairman, Terry Hall - we are so grateful for all she has done for the Centre. Pam Lander Brinkley took over as Chairman of the Trustees. The Trustees continued to meet on Zoom throughout lockdown.

We are very grateful to all the Trustees for their continuing support.

All in all the year ending March 2021 has been a tricky one to negotiate - special thanks go to Tracy McClure and Mark Folkes for their sterling work during the crisis.

Pam Lander Brinkley

October 2021

Chairman of Trustees

Looking Ahead - AGM 2021

Thanks to Government subsidies and strict management of the Centre finances, the Centre can look forward to the post Pandemic future with optimism.

Groups have slowly been returning to the Centre, albeit many waited until after the summer of 2021 to re-start, and we have new groups starting all the time.

Portsmouth City Council is intending to build a Leisure Centre with a swimming pool and a new Community Centre on this site. Mark Folkes and myself are involved in the negotiations with planners, architects etc. and we hope there will be a spanking new Community facility arising from the ashes, allowing our activities and private hires to continue as now. The date of 2024 is being spoken of, but, as always with such a project, it is too soon to look at this date as fixed.

Portsmouth City Council will be holding information sessions to explain the plans and answer any queries, so please do come along. The first one will take place here on 26th October from 10 am to 3 pm.

Many thanks to Jenny Brassell, our Centre Coordinator, and all the Trustees for their hard work and commitment to Eastney Community Centre.

Pam Lander Brinkley

October 2021

Chairman of Trustees

1. The Community Centre: where we are and what space we offer.

Eastney Community Centre is a six room centre with a large and a small hall, café and an office to rent managed by Eastney Area Community Association (EACA). Each space is deemed to be available for three sessions per day (morning, afternoon and evening) and the centre is available seven days a week all year round.

Address: Eastney Community Centre
Bransbury Park
Bransbury Road
Southsea
Hampshire
PO4 9SU

Telephone Number: 02392 864306

Email address: eastneycc@googlemail.com

Charity Number: 292346

Bankers: Lloyds TSB, Southsea

The last EACA Centre Usage Survey was carried out in September 2018. The total number of visits to the Centre is recorded as 63,100. The percentage utilisation of spaces within the Centre throughout 2018 was 47%. A usage report is available upon request. Centre Usage Surveys are carried out bi-annually and was due to be done in September 2020. Due to the Covid19 pandemic, we have not been able to carry out this survey.

2. Eastney Area Community Association Activities

There are a number of member groups detailed below;

Eastney Eagles

Are a small group who meet weekly in the large hall on Tuesday evenings from 7 pm to 9.30 pm, September to April. The group belongs to the Portsmouth & District Short Mat Bowling Association and play in the Portsmouth League, visiting other bowling clubs in and around Portsmouth regularly throughout the season

Just Sew

Are a small group who meet in the small hall on the 2nd Thursday of the month, 1.30 pm - 3.30 pm for a social chat whilst sewing their own individual pieces brought from home.

Tuesday Bingo Club

Are a large group who meet weekly in the large hall on Tuesdays 1 pm – 2.45 pm for a weekly social game of bingo. Special events are put on at Easter and Christmas for the members.

Bransbury Art Group

Are a large group that meets weekly in the small hall on Fridays 10.15 am – 11.45 am. Members paint their own individual pieces brought from home in a friendly social atmosphere.

Short Mat Bowls

Two small groups meet weekly on Mondays and Thursdays 2 pm - 4 pm in the large hall during the Autumn/Winter months to practice their skills.

In addition to the members' groups, there are regular groups who use the centre's facilities. These include;

- Connors' Toy Library
- Mixed Martial Arts
- The Theatre Dance School
- Ashtanga & Vinyasa Yoga
- Milton Makers
- Boxing
- Baby Daisy
- Beating the Blues
- Diddi Dance
- Endeavour Twirl Team
- Taekwondo
- Iyengar Yoga
- Pilates
- Knight Karate

An up-to-date listing of activities and events can be found at <https://eastneycommunitycentre.com>.

3. Financial Review

3.1. Treasurer's Report

The purpose of this report is to give information to the committee and stakeholders regarding the final year-end accounts as at 31 March 2021.

The loss in the financial year 2020-2021

In the financial year 2020-21, Eastney Area Community Association had an expenditure of £55,215 and an income of £53,756 resulting in a loss of £1,459. The statement of financial position indicates that the net value of the Association has fallen to £50,000 at the end of the financial year 2020/21.

The centre's deficit for the financial year ending 31 March 2021 was £1,557 (2020: deficit of £8,645).

This loss has subtracted from our accumulated fund, which is a cumulative reserve of our previous surpluses. We have £41.2k in the bank, compared to £41.4k at the end of the last financial year. In the financial year ending 31 March 2021, there was no significant release of funds on designated projects.

Income

The total income for the year was £53,756 (2020: £58,772).

In the financial year to 31 March 2021, the Community Centre was open to users for 91 days (13 weeks) due to Covid-19 lockdown restrictions. The financial statements indicated that income generated of £10,348 from Licences/hirers, and £638 from Community User Groups. In addition, support from government/local authority grants and furlough payments was £41,477 for the financial year ending 31 March 2021.

Expenses

The total income for the year was £55,215 (2020: £67,416).

Our expenditure has seen a £12.2k decrease over last year. Staff costs, the largest expense, have increased by £627. A redundancy programme following a mid-year business review has controlled staffing costs.

Assets

Assets; equipment, fixtures and fittings and electronic equipment, were depreciated in line with policy by £3,541 to £8,875 (2020: £12,416). During the financial year, the Association added no assets to the inventory. The Association made an accounting loss of £400 on the disposal of a stand-alone chiller cabinet.

Debtors

Trade Debtors owe us at the end of the financial year £2,559 (2020: £3,200) which includes prepayments of £664. Outstanding payments from debtors are reviewed every month to ensure that payment issues are addressed quickly to avoid incurring problems with bad debts in the future. This financial year there were no bad debts.

Creditors

We owe Trade Creditors at the end of the financial year £2,648 (2020: £5,509) which includes accruals of £664. This figure is consistent with what is owed under credit terms at the end of each month within the financial year.

Balance Sheet

The top half of the balance sheet shows how the centre's worth is distributed, some is fixed assets, some are cash in the bank etc. The value of the Association net worth is now £50.0k with £41.2k of this represented as cash in the bank, the rest being our assets owned. Last year the Association was worth £51.5k with £44.6k being cash in the bank. The worth has decreased in line with the deficit for this financial year.

Overall

The pandemic (covid-19) has from March 2020, focused the Association energies on providing activities at the Community Centre within government guidelines, ensuring the building is clean and fit for purpose and staff are employed.

The reality is that for the financial year 2020/21 reduced income and similar levels of expenses will provide challenges to finances. Without the levels of financial support from the government and local authorities, the Association would not be a going concern. The Association was aware of this in mid-2021, resulting in a full business review that is anticipated to develop solutions to protect the viability of the Community Centre.

With each rollback of lockdown restrictions in early 2021 users have returned. By 1st June 2021 the Association stopped claiming furlough monies and has returned to income based on its income generation. We remain optimistic that there will be no further lockdowns or restrictions affecting the activities at the Community Centre.

Portsmouth Council announced in February 2021 a budget that included capital expenditure for the development and building of a new swimming pool, leisure and community centre at Bransbury Park. Although 3 to 4 years away, the next 12 months will bring clarity on what this exciting project will mean

to the Association. We hope new premises will bring financial security and potentially new revenue streams.

3.2. Statement of Financial Activities for Year Ended - 31 March 2021

Eastney Area Community Association
Statement of financial activities
For the year ended 31st March 2021

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds £	Prior Year Funds £
<u>Incoming resources</u>	2					
Income and endowments from:						
Donations and legacies		41,566	-	-	41,566	845
Charitable activities		639	-	-	639	4,112
Other trading activities		10,986	272	-	11,258	52,978
Investments		192	-	-	192	220
Other		2	100	-	102	617
		<u>53,384</u>	<u>372</u>	<u>-</u>	<u>53,756</u>	<u>58,772</u>
<u>Resources expended</u>	3					
Expenditure on:						
Raising funds		-	-	-	-	608
Charitable activities		-	13	-	13	668
Other		54,898	304	-	55,202	66,141
		<u>54,898</u>	<u>317</u>	<u>-</u>	<u>55,215</u>	<u>67,416</u>
Net income/(expenditure)		(1,513)	54	-	(1,459)	(8,645)
Net movement in funds		(1,513)	54	-	(1,459)	(8,645)
Reconciliation of funds:		(97)	-	-	(97)	-
Total funds brought forward		51,506	50	-	51,556	60,201
Total funds carried forward		<u>49,896</u>	<u>104</u>	<u>-</u>	<u>50,000</u>	<u>51,556</u>

Balance Sheet as at 31st March 2021

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds £	Prior Year Funds £
<u>Fixed assets</u>						
Tangible fixed assets	5	-	-	-	-	12,416
<u>Current assets</u>						
Debtors	6	-	-	-	-	3,220
Cash at bank and in hand	8	-84	84	-	-	41,429
		<u>-84</u>	<u>84</u>	<u>-</u>	<u>-</u>	<u>44,649</u>
Creditors: amounts falling due within one	7	-	-	-	-	5,509
Net current assets/(liabilities)		<u>-84</u>	<u>84</u>	<u>-</u>	<u>-</u>	<u>39,140</u>
Total net assets		<u>-84</u>	<u>84</u>	<u>-</u>	<u>-</u>	<u>51,556</u>
<u>Funds of the charity</u>						
Restricted income funds	9	-	-	-	-	50
Unrestricted funds	9	-2,015	-	-	-2,015	49,491
Revaluation reserve	9	2,015	-	-	2,015	2,015
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>51,556</u>

Eastney Area Community Association
Notes to the accounts
For the year ended 31st March 2021

1 Accounting policies

These accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second addition issued October 2019)

2 Analysis of income

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Prior Year Funds
<u>Donations and legacies</u>					
Donations and gifts	17			17	170
General grants provided by government/other charities	41,477	-		41,477	-
Membership subscriptions	72			72	675
	41,566	-	-	41,566	845
<u>Charitable activities</u>					
Summer Fair	-			-	726
Christmas Fair	-			-	1,466
Easter Raffle	-			-	75
BMX flatland	321			321	391
Tabletop sales	-			-	780
Lottery	318			318	328
Give as you live subscription	-			-	-
Sale Tea, Coffee, Cakes	-			-	87
Office Raffles Plants	-			-	260
	639	-	-	639	4,112
<u>Other trading activities</u>					
Regular hire of facilities	7,769			7,769	34,599
Tuesday club savings		240		240	648
Community user groups	638			638	4,476
Private hire	100			100	5,408
Café Hire	2,000			2,000	1,760
Lord Mayors Kids Craft		32			-
Hub Hire	480			480	5,087
	10,986	272	-	11,226	51,978
<u>Income from investments</u>					
Interest	192			192	220
<u>Other</u>					
PCC toilet scheme	-	-		-	500
Retained liability deposits	2	-		2	5
Photocopying	-			-	32
Returnable key deposits	-	80		80	80
Garden Fund	-	20		20	-
	2	100	-	102	617

3 Analysis of expenditure

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Prior Year Funds
<u>Expenditure on raising funds</u>					
Staging fundraising events	-			-	608
<u>Expenditure on charitable activities</u>					
Children's stay and play sessions		-		-	374
Greenfingers project				-	-
Lords Mayor Kids Craft		13		13	295
Royal wedding event				-	-
	-	13	-	13	668
<u>Other</u>					
Staff salaries	39,208			39,208	38,581
Security	298			298	958
Rates	-			-	680
Insurance	356			356	647
Gas	2,469			2,469	2,537
Electricity	1,578			1,578	2,493
Solar heating Costs	334			334	-
Refuse collection	854			854	1,650
General office costs	1,737			1,737	1,729
Premises Maintenance	546			546	6,958
Cleaning	1,527			1,527	2,344
Accounts and payroll	1,107			1,107	1,568
Licences and legal fees	1,588			1,588	1,590
Training	95			95	165
Sundry expenses	72			72	301
Bad debt write off	163			163	-
(Profit)/Loss on disposal of fixed assets	400			400	-
Depreciation	2,566			2,566	3,295
Tuesday club events		204		204	625
Key deposit returned		100		100	20
	54,898	304	-	55,202	66,141

4 Paid employees

Staff costs

Wages and Salaries	34,872	37,664
Redundancy Costs	2,792	0
Social security costs	916.58	916.58

This year	Last year
£	£
34,872	37,664
2,792	0
916.58	916.58

No employees received employee benefits for the reporting period of more than £60,000

Average headcount

	This year	Last year
Office	1.2	1.4
Cleaning	0.6	0.6

5 Tangible fixed assets

The reducing balance method has been used to depreciate the centre's assets at the following rates:

Equipment 25%, Fixtures and fittings 20%, Electronic equipment 40%, and Plant and machinery 10%.

	Equipment	Fixtures and fittings	Electronic equipment	Total
Historic cost as at 01/04/20	10,760	27,894	8,897	47,551
Additions	-	590	-	590
Disposals	(900)	(4,000)	(1,227)	(6,127)
Historic cost as at 31/03/21	9,860	24,484	7,670	42,013
Depreciation as at 01/04/20	5,951	21,180	8,005	35,136
Disposal	-	(3,463)	(1,217)	(4,680)
Charge for year	977	1,353	352	2,683
Depreciation as at 31/03/21	6,928	19,070	7,140	33,139
Net book value as at 01/04/20	4,809	6,714	892	12,415
Net book value as at 31/03/21	2,932	5,413	530	8,875

6 Analysis of debtors

Trade debtors	611	1,861
Prepayments	435	1,359
Other Debtors(Furlough)	1,514	
	2,559	3,220

This year	Prior year
£	£
611	1,861
435	1,359
1,514	
2,559	3,220

7 Analysis of creditors

Trade creditors	1,985	5,465
Accruals and deferred income	664	44
	2,648	5,509

This year	Prior year
£	£
1,985	5,465
664	44
2,648	5,509

8 Cash at bank and in hand

Current account	20,202	13,402
Savings account	20,967	27,775
Cash	46	252
	41,215	41,429

This year	Prior year
£	£
20,202	13,402
20,967	27,775
46	252
41,215	41,429

Eastney Area Community Association

Notes to the accounts

For the year ended 31st March 2021

9 Charity funds

This year's funds

Fund Names	Type	Purpose and restrictions	Fund balances brought forward	Income	Expenditure	Transfers	Gains/losses	Fund balances carried forward
			£	£	£	£	£	£
X Accumulated Funds	Unrestricted	Charity's accumulated surplus	14,700	0	(1,513)	(320)	(118)	12,749
Income protection reserve	Unrestricted	Emergency provision for continuing operations	20,000			0		20,000
Revaluation reserve	Unrestricted	Revaluation of assets (historic)	2,015					2,015
Future maintenance reserve	Unrestricted	Planned maintenance	5,376		0	340	21	5,737
Repairs and new assets reserve	Unrestricted	Planned asset purchase and repairs	8,045		0			8,045
Childrens Stay and Play Fund	Restricted	Provision of stay and play sessions for children	133		0			133
Lord Mayors Kids Craft	Restricted	Provision of crafts for Children	705	32	(13)			723
Tuesday Club Savings	Restricted	Savings to fund Tuesday club member events	190	240	(204)			226
Returnable Key Deposits	Restricted	Deposits held as security against keyholders	340	80	(100)	(20)		300
Garden Fund	Restricted	Project to improve the public garden area	51	20				71
			51,556	371	(1,830)	0	(97)	50,000

Last year's funds

Fund Names	Type	Purpose and restrictions	Fund balances brought forward	Income	Expenditure	Transfers	Gains/losses	Fund balances carried forward
			£	£			£	£
Accumulated Funds	Unrestricted	Charity's accumulated surplus	22,719		(7,690)	(329)		14,700
Income protection reserve	Unrestricted	Emergency provision for continuing operations	24,000			(4,000)		20,000
Major repairs reserve	Unrestricted	Emergency provision for maintenance	-			0		0
Revaluation reserve	Unrestricted	Revaluation of assets (historic)	2,015					2,015
Future maintenance reserve	Unrestricted	Planned maintenance	1,637		(590)	4,329		5,376
Repairs and new assets reserve	Unrestricted	Planned asset purchase and repairs	8,825		(780)	0		8,045
Childrens Stay and Play Fund	Restricted	Provision of stay and play sessions for children	507		(374)			133
Greenfingers Project Fund	Restricted	Provision of crafts for Children	-	1,000	(295)			705
Tuesday Club Savings	Restricted	Savings to fund Tuesday club member events	167	648	(625)			190
Returnable Key Deposits	Restricted	Deposits held as security against keyholders	280	80	(20)			340
Garden Fund	Restricted	Project to improve the public garden area	51					51
Royal Wedding Fund	Restricted	Community event for Royal Wedding celebration	-		0			0
			60,201	1,728	(10,373)	0	-	51,556

3.3. Audit of Accounts, how and by whom

An independent Examination of Eastney Area Community Association's accounts has been made by Matthew Green, CPFA, 23 Glasgow Road, Portsmouth PO4 8HR.

A copy of the certificate can be found in Appendix 1.

3.4. Fundraising, naming sources of income, and major contributors.

EACA's main source of income is from hiring out rooms within the Centre for leisure, physical, social activities, and for private meetings and parties.

Fundraising for Centre Objectives.

EACA have a Summer Fair in July and a Christmas Fair in December every year. EACA is signed up to the weekly Portsmouth Lottery draw and 'Give as You Live' an online shopping fundraising scheme. EACA hold monthly table-top sales. A volunteer raises funds for the Centre by running a regular weekly BMX Workshop in the Centre, teaching children ground level tricks on their BMX bike, this is popular with local children. Unfortunately all of the on-site fundraising activities were not able to take place during 2020-2021 due to the Covid Pandemic.

EACA received £1,000 from the HIWCF Lord Mayor's Appeal to provide an Easter Event and Kids Craft Sessions for the local community during the Easter and Summer of 2020. Unfortunately, we were not able to hold these events/activities due to the Covid pandemic. We were thankfully granted an extension to the time frame of the grant and held the Summer Kids Craft Sessions in 2021 and will hold the Easter-themed Event and Kids Craft Sessions in 2022.

4. Structure, governance and management

4.1. Constitutional Structure, including Objects

Eastney Area Community Association became a registered charity in 1985 and is registered as such in England under No. 292346.

Our charitable objects are as follows:

- (i) To promote the benefit of the inhabitants of the city of Portsmouth particularly the area of Eastney, Southsea and Milton and the neighbourhood without distinction of sex or of political, religious or other opinions, by associating together the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- (ii) To establish or to secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of such a centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects

Eastney Area Community Association is a membership organisation. Due to the Covid19 pandemic, the Centre was only open for two months of the membership year 2020-2021. Trustees concluded to run the membership from 1st October 2020 - 31st March 2022, giving its members 18 months of membership for the price of 12 months. As at 30/09/2021 there were 88 EACA members.

4.2. Management of the Charity

The Charity's Trustees are responsible for the preparation of the accounts. The charity is entitled to exemption from Audit under section 145 of the Charities Act 2011, nevertheless an independent examiners report is required.

The Trustees acknowledge their responsibilities for

- a) ensuring that the charity keeps proper accounting records in accordance with section 130 of the act.
- b) preparing financial statements that give a true and fair view of the financial health of the charity at the end of the financial year and of its income and expenditure for the year.

4.3 Trustees

Eastney Area Community Association elects each year at the annual general meeting Honorary Officers to EACA Management Committee:

Chair	Pam Lander Brinkley
Secretary	Centre Coordinator, as <i>ex-officio Minutes Secretary</i>
Treasurer	Mark Folkes
HR	Pam Lander Brinkley
H&S	Tracy McClure

As at 30th September 2021 there were 10 trustees and 1 trustee elect, they are:

Trustees:

Elaine Randall	Patricia Dalton	Mark Folkes	Pam Lander Brinkley
Julie Boulter	Alan Howell	Ben Wright	Kala Whitaker
Elaine Lister	Marjorie Davies co-opted		

Portsmouth City Council Appointed Representative – Jennie Brent

4.4 Staff and volunteers

Eastney Area Community Association currently employs 3 employees

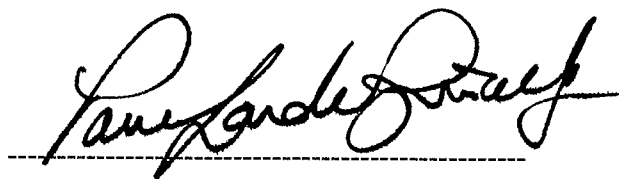
- 1 x Centre Coordinator (28 hours per week)
- 1 x Weekday Cleaner (15 hours per week)
- 1 x Weekend Cleaner (6 hours per week)
- 10 x Volunteers for Events (various over the year)

4.5 Policies and Procedures.

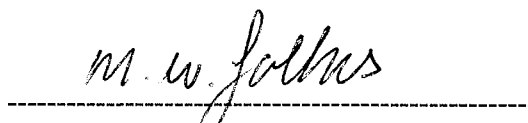
Covid 19 Procedures - Trustees and Centre staff put Covid Procedures in place and complied with each change in government regulations, with guidance from ACRE, to make sure the Centre was able to safely operate as soon as the government allowed such venues to reopen for activities and then reopen to the general public.

5. APPROVAL

Approved by the Committee of Trustees on 18 October 2021



Pam Lander Brinkley
Chairperson on behalf of the Trustees



MARK FOLKES
on behalf of the Trustees



CHARITY COMMISSION
FOR ENGLAND AND WALES

**Independent examiner's report
on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Eastney Area Community Association

**On accounts for the year
ended**

31/03/21

**Charity no
(if any)**

292346

Set out on pages

I report on the accounts of the community association for the year ended March 2021 which are set out in the annual reports pack.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/21

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 01/10/2021

Name:

Matthew Green

**Relevant professional
qualification(s) or body
(if any):**

Chartered Institute of Public Finance and Accountancy

Address:

23 Glasgow Road

Portsmouth

PO4 8HR

IER

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October 2018

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

